

Biography



Sandra Cortes has worked for Harris County for 19 years. She earned her Bachelor of Science in Management with a concentration in Human Resources from the University of Houston Clear Lake in Webster, Texas. Her career began with Harris County Community Supervision & Corrections Department (HCCSCD) assisting with the interstate compact cases, performing bilingual orientations and by being part of the Audit Team. She then became part of the Training Team as a Training Administrator where she trained and facilitated trainings and monitored State requirements for staff. After working for HCCSCD for 12 years, she joined the Training, Accreditation & Quality Assurance within Harris County Juvenile Probation Department (HCJPD). Sandra held various positions as Staff Services, Executive Administrative Assistant, and entered the Management arena in 2014 as the Training & Quality Assurance Supervisor. As a Training Supervisor, she developed policies, participated in State Audits of Residential Facilities, and ensured thorough and regular communication to all trainers, managers, Deputies, and the Executive Director and Assistant Executive Director concerning compliance, training, and quality assurance.

Sandra is currently a Human Resources Supervisor working with Harris County Juvenile Probation Department where she diligently works in the recruitment of qualified applicants, mediations and investigations among staff, and monitors the selection process ensuring that departmental procedures are followed. She is passionate about training and developing staff!



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Classes Currently Offered

Behavioral Based Interviewing

Behavioral Based Interviewing

This class will cover the basics of behavioral interviewing, including developing more effective interview questions. The method is based on the knowledge that past behaviors are the best predictor of future behaviors, even (especially!) in the workplace.